

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice DCP-100

For: All State Offices

Hard White Wheat Incentive Program (HWWIP) Payment Processing

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Software has been developed and is available to County Offices for issuing 2003 HWWIP payments.

Before issuing 2003 HWWIP payments, County Offices shall ensure that CCC-490 application data has been entered into the web-based system, according to instructions provided in Notice DCP-94.

HWWIP payments are managed by Electronic Funds Control (E-FC). The process for E-FC is a web-based application that interfaces with AS/400 and System 36 software. For complete instructions about E-FC, refer to Notice FI-2592.

B Purpose

This notice provides instructions for processing 2003 crop HWWIP payments, using the data entered in CCC-490, according to Notice DCP-94. The web-based HWWIP system allows the following:

- FSA Intranet access to CCC-490 through Microsoft IE
- County Offices to access the automated CCC-490 data stored on the CCC-490 application
- System 36 to be populated with CCC-490 data for issuing payments
- reports to be printed.

Disposal Date

May 1, 2004

10-10-03

Distribution

State Offices

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1 Overview (Continued)

B Purpose (Continued)

System 36 is used to issue:

- certified seed incentive payments
- production incentive payments.

This notice informs County Offices that HWWIP web-based application software has been modified to allow differing shares for a producer for the certified seed incentive and production incentive.

2 Web-Base Requirements

A Accessing Software

Before 2003 HWWIP payments may be issued using System 36, the user must access the HWWIP website through the link provided in Web Application Transmittal Number 26. After accessing, the user receives a warning screen which provides the option to continue or cancel.

This is an example of the HWWIP website.



2 Web-Based Requirements (Continued)

B Web-Based Credentials

After choosing the option to continue, the user will be prompted to:

- enter Password
- enter WebCAAF ID.

Important: Only employees with WebCAAF ID's and passwords may use the web-based system to populate the payment data to System 36 for HWWIP. The WebCAAF ID is the employee's original ICAMS ID. The password is the original ICAMS password. If the password has been changed for ICAMS, and the employee no longer knows what the original password was, the National Help Desk may be contacted at 800-255-2434 to reset the password. Unauthorized users will receive an access denied message.

This is an example of the HWWIP website with the option to continue or cancel.



2 Web-Base Requirements (Continued)

C Web-Based Data Entry

After the user has successfully signed in, a screen appears that will allow the user to do any of the following by completing steps 1 and 2 in the following table:

- enroll/update application data
- process payments
- print reports.

Enter “Reset” at the bottom of the screen to clear any data already entered.

Step	Instructions
1	Enter the State and county code. If in a multi-county office, the user must process application data payment, or print reports for each county separately.
2	Enter the program year, 2003, from the drop-down menu
3	<p>Select 1 of the following, and enter “Submit”, at the bottom of the screen as indicated on the screen in subparagraph D.</p> <p>Enroll/update. This option returns the user to the main menu of the web-based CCC-490 application to enter a new producer or to update a producer’s file, according to Notice DCP-94.</p> <p>Process Payment. This option populates the System 36 with CCC-490 data for the purpose of issuing payments on the System 36. If the user selects this option and enters "Submit", the process cannot be canceled.</p> <p>Note: If the data entered is acceptable, the user will receive a message, as indicated on the screen in subparagraph E stating, “ File has been successfully transferred to the System 36. Payments can now be processed through the appropriate county”. If the data entered is not acceptable, the user will receive an error message, (“Please correct the following errors and submit again”.) as indicated on the screen in subparagraph F.</p>

2 Web-Based Requirements (Continued)

C Web-Based Data Entry (Continued)

Step	Instructions
3 (Contd)	<p data-bbox="386 375 493 407">Reports</p> <ul style="list-style-type: none"> <li data-bbox="386 451 1414 558">• State Certified Seed Report This report lists for each county in a State, the number of producers, the number of farms, number of acres, and the total dollar amount of the certified seed incentive payments. <p data-bbox="440 600 1414 632">Note: The user can run this report only for that user's State. See Exhibit 1.</p> <li data-bbox="386 676 1365 783">• State Production Report This report lists for each county in a State, the number of producers, the number of farms, number of acres, and the total dollar amount of the production incentive payments. <p data-bbox="435 825 1406 856">Note: The user can run this report only for that user's State. See Exhibit 1.</p> <li data-bbox="386 900 1382 1008">• Producer Certified Seed Report This report lists for each producer in a county, the producer's ID number, FSN number, number of acres, and the total dollar amount of the certified seed incentive payments. See Exhibit 1. <p data-bbox="435 1050 1349 1123">Note: This report can be accessed only for the county accessible by the user's ID and password. See Exhibit 1.</p> <li data-bbox="386 1167 1422 1274">• Producer Production Report This report lists for each producer in a county, the producer's ID number, FSN number, number of acres, and the total dollar amount of the production incentive payments. <p data-bbox="435 1316 1349 1388">Note: This report can be accessed only for the county accessible by the user's ID and password. See Exhibit 1.</p>

2 Web-Based Requirements (Continued)

D Signup, Payments, Reports Screen

Note: State and Producer reports are from the HWWIP web based system.

This is an example of the Hard White Wheat Incentive Program Page

The screenshot shows a web browser window titled "Hard White Wheat Main Page - Microsoft Internet Explorer". The address bar displays "http://hwwip.fsa.usda.gov/Hwwip/index.jsp". The page header includes the "Farm Service Agency Online" logo and the title "Hard White Wheat Incentive Program". Below the header, there are navigation links: "E-Forms", "Contact Us", "Search", "Local Offices", and "USDA Home". The main content area is divided into sections for "Signup", "Payment", and "Reports". Each section contains a list of links with checkboxes. At the bottom of the form, there are "Submit" and "Reset" buttons. The footer of the page includes the text "E-Forms, Contact Us, Search, Local Offices, USDA Home". The taskbar at the bottom shows the Start button, several open applications, and the system clock displaying "2:05 PM".

Hard White Wheat Main Page - Microsoft Internet Explorer

http://hwwip.fsa.usda.gov/Hwwip/index.jsp

Farm Service Agency Online

Hard White Wheat Incentive Program

E-Forms Contact Us Search Local Offices USDA Home

Accomplish the Statement

State Code: (Enter the two digit State Code) County Code: (Enter the three digit County Code)

Program Year:

Signup

☐ Enroll/Update

Payment

☐ Process Payment

Reports

☐ State Certified Seed Report

☐ State Production Report

☐ Producer Certified Seed Report

☐ Producer Production Seed Report

E-Forms, Contact Us, Search, Local Offices, USDA Home

Start, Microsoft Graphical User Interface, Hard White Wheat, Session A - [27 x 132], Session B - [24 x 80], Microsoft Word - CPE...

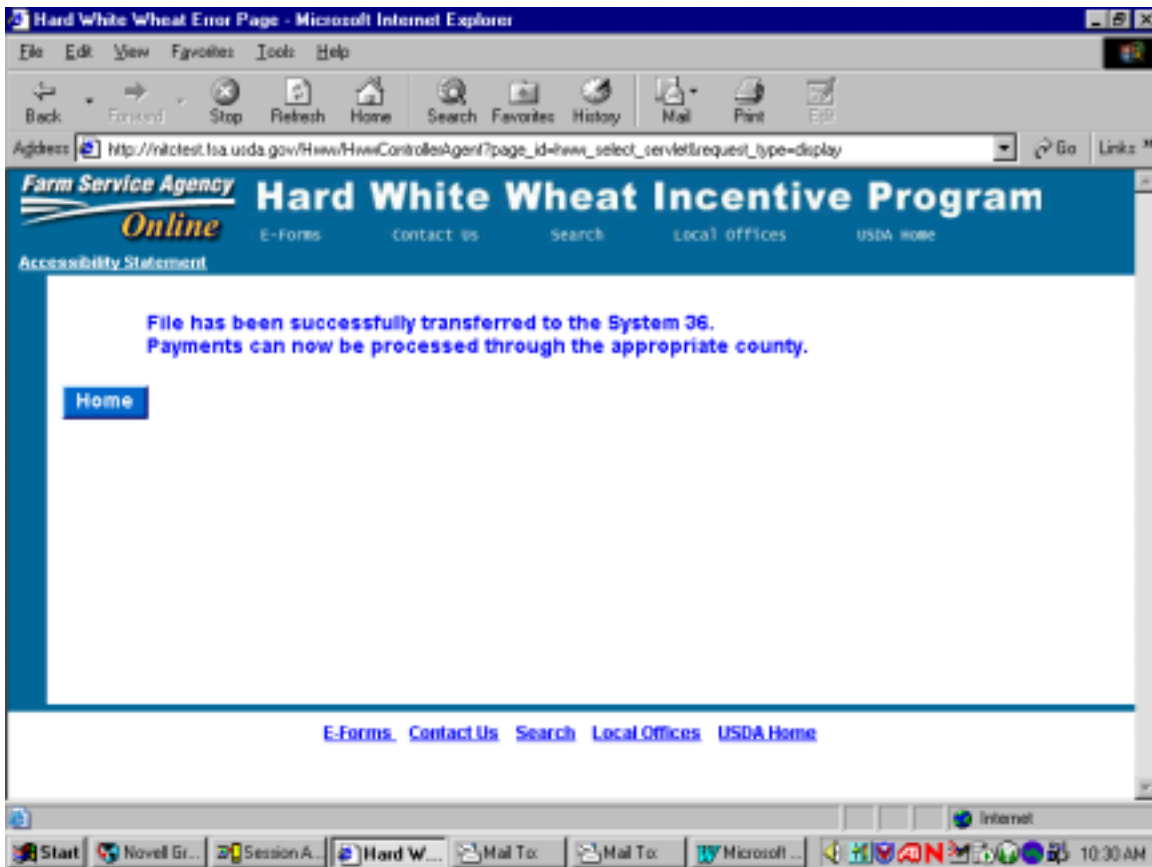
2:05 PM

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2 Web-Based Requirements (Continued)

E Successful Payment File Screen

Example of screen which reflects that the “Process Payment” action is successful.

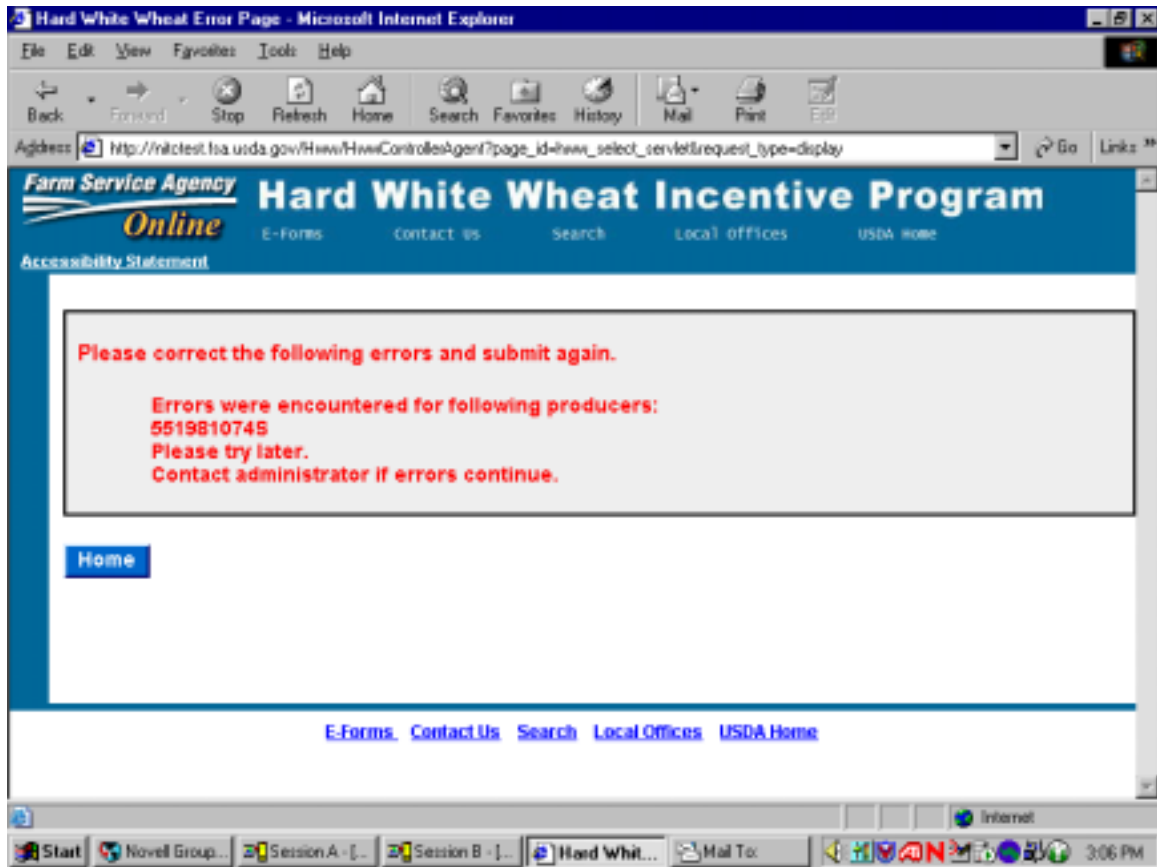


2 Web-Based Requirements (Continued)

F Error Message Screen

Example of screen when data is not received through the AS400 or the System 36 payment application file is not present on the System 36.

Note: The AS400 software will be included in the next release for any county that might not have received the software through the FTP process.



3 System 36 Requirements

A System 36 Activity

After the user has entered the required data necessary to populate payment data to the System 36, the user must sign in on the System 36 and perform the actions in this table. A multi-county office shall complete this procedure for each county for which hard white wheat applications have been entered.

Step	Menu or Screen	Action
1	FAX250	ENTER "3" OR "4", "Application Processing".
2	FAX09002	Menu FAX09002 will be displayed if option 4 was selected on Menu FAX250. Select the appropriate county to continue to Menu FAX07001.
3	FAX07001	ENTER "11", "PFC/Compliance".
4	M00000	ENTER "10", Direct and Counter-Cyclical Program.
5	MZYEAR	ENTER "2", 2003 Program Year.
6	MZA000	ENTER "4", Hard White Wheat Incentive Processing.
7	MZAJPO	ENTER "1", Issue Payments. ENTER "2", Cancel Payable.

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3 System 36 Requirements (Continued)

A System 36 Activity (Continued)

The screen flow, based on options selected on each screen, are shown in the following menu in the order they occur.

047-MERCED (TOM MOORE)		FAX07001	
Application Selection Menu		Version: AC25 09-11-2003 07:17 Term #2	

Option	Application	Option	Application
-----		-----	
1	Accounting	10	Other Programs/Administrative Processes
2	Administrative	11	PFC/Compliance
3	County Office Work Measurement / Fund Allocation	12	Personnel & Payroll
4	Configuration Management	13	Price Support
5	Conservation	14	Security Control
6	Common Routines	15	* Training
7	Queue Files for Transmission	16	Universal Producer Inquiry Function
8	Initial Data Load	17	Farm Loan Programs
9	Common Provisions		
 Select the application you wish to use and enter the Appropriate option: 11			
 * - This application has been disabled and is not available for your use			
Cmd3=Office Selection		Cmd7=Primary Selection Menu	

3 System 36 Requirements (Continued)

A System 36 Activity (Continued)

The screen flow, based on options selected on each screen, are shown in the following menu in the order they occur.

COMMAND	M00000
PFC/DCP/Compliance Menu	
<hr/>	
1.	NAP and Disaster
2.	Farm Records Management
3.	Acreage and Compliance Determinations
4.	Production Flexibility Program
5.	PFC/DCP/Compliance Reports
6.	Displaywrite 36 and Query 36 Reports
7.	Loss Adjuster Processing
8.	Unit Maintenance
9.	Payment-In-Kind and Other Programs
10.	Direct and Counter-Cyclical Program
21.	Return to Application Selection Screen
23.	Return to Primary Selection Menu
Cmd 3 – Previous Menu	
Ready for option number or Command	
10	

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3 System 36 Requirements (Continued)

A System 36 Activity (Continued)

The screen flow, based on options selected on each screen, are shown in the following menu in the order they occur.

COMMAND	MZYEAR
DCP – Year Selection Menu	

1.	2002 Program
2.	2003 Program Year
3.	2004 Program Year
21.	Return To Application Selection Screen
23.	Return To Primary Selection Menu
Cmd3=Previous Menu	
Ready for option number or command	
2	

3 System 36 Requirements (Continued)

A System 36 Activity (Continued)

The screen flow, based on options selected on each screen, are shown in the following menu in the order they occur.

COMMAND	MZ000
2003 DCP - Application Selection Menu	

1. CCC-509 Processing	
2. Direct Payment Processing	
3. Counter-Cyclical Payment Processing	
4. Hard White Wheat Incentive Processing	
21. Return to Application Selection Screen	
23. Return to Primary Selection Menu	
Cmd3=Previous Menu	
Ready for option number	
4	

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3 System 36 Requirements (Continued)

A System 36 Activity (Continued)

The screen flow, based on options selected on each screen, are shown in the following menu in the order they occur.

COMMAND	MZAJPO	#1
2003 HWWIP Payments		

1. Issue Payments		
2. Cancel Payable		
21. Return to Application Selection Screen		
23. Return to Primary Selection Menu		
Cmd3=Previous Menu		
Enter option and press "Enter".		
1		

3 System 36 Requirements (Continued)

B Share Differences for Certified Seed Incentive and Production Incentive

For farms operated on a share basis, the operator and owner may have agreed that the operator shall receive 100 percent of the certified seed incentive amount, and that the production incentive shall be shared according to the shares on FSA-578.

Example: Producer A leases a farm from Owner B for two-thirds of the crop. Producer A pays for all seed expense. Producer A and Owner B agree that Producer A shall receive 100 percent of the certified seed incentive amount since Producer A paid for all of the certified seed and provides a receipt as proof. Producer A's manual CCC-490 will show 100 as the percent share in Part C. The web-based CCC-490, Part C for Producer A shall indicate the 100 percent share and Part D shall indicate the .6667 percent for the production incentive.

C Certified Seed Application Date Requirement

As provided in Notice DCP-94, a date entry **is required** for all web-based CCC-490 applications, in the "Certified Seed Application Date" (mm/dd/yyyy), even if the "Acres Planted to Eligible Certified Seed" is "0.0".

Hard White Wheat Incentive Certified Seed Report

HARD WHITE WHEAT INCENTIVE PROGRAM				
State Report				
Certified Seed				
CTY CODE	#PRODUCERS	#FARMS	#ACRES	\$AMOUNT
48325	2	2	631	724

Hard White Wheat incentive Production Report

HARD WHITE WHEAT INCENTIVE PROGRAM					
State Report					
Production					
CTY CODE	#PRODUCERS	#FARMS	#ACRES	\$AMOUNT	#BUSHELS
48325	2	2	631	996	58456

Hard White Wheat incentive Certified Seed Report

HARD WHITE WHEAT INCENTIVE PROGRAM				
Producer Report				
Certified Seed				
ST-CTY CODE	PRODUCER ID	FSN	#ACRES	\$AMOUNT
48325	123121234	0000018	428	724
48325	999999999	0000611	203	0

Hard White Wheat incentive Production Report

HARD WHITE WHEAT INCENTIVE PROGRAM					
Producer Report					
Production					
ST-CTY CODE	PRODUCER ID	FSN	#ACRES	BUSHELS	\$AMOUNT
48325	123121234	0000018	428	58456	996
48325	999999999	0000611	203		